



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Defense Military Division 935 E. Confederate Avenue, S.E. Atlanta, Georgia 30316	Application Number 82-363	
Application Number		Date Received APR 22 1983	Date Completed MAY 10 1983
2. Person to Contact Saundra Bowman		Working Title Records Management Officer	Telephone Number 656-6196
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ Present _____		5. Records Series Title (followed by title used in office, if different) State of Georgia Military Department Special Orders Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Military Division provides a trained ready reserve force, organized and equipped as directed by the U.S. Department of Defense, capable of participating on short notice in military operations with the active forces of the United States. The Division directs the activation, disbandment, organization, reorganization, administration, training, supplying, payment, equipping and housing of the Georgia Army and Air National Guard as prescribed by the federal government; provides direction and supervision of full-time federal employees who support National Guard activities; administers continuous recruiting and retention programs and other personnel actions in support of members of the Georgia National Guard; and operates and maintains seventy-three armories and five bases for flying activities, and various other maintenance and logistical support facilities throughout the State.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining reference copies of Special Orders as issued by the Governor and State Adjutant General to all units of the Georgia National Guard. Included are: printed Special Orders and Amendments to Special Orders listing in paragraph form the orders, instructions, and regulations pertaining to the subject of Special Orders. Some Special Orders are printed pamphlets, others are mimeographed sheets. (Some are contained in binders) File is arranged: chronologically by calendar year; thereunder by date of issue; thereunder numerically by Special Order Number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative reference requirement is two years; however, the State Archives has determined that these records have permanent historical value, since they document the activities of a State agency.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	7 Apr 83		8 Apr 83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-6-83
		Secretary of State/Designee	5/3/83
		Attorney General/Designee	5-4-83